

OPERATIONAL POLICY

Item – reference	Date of revision / change	Changes	Endorsed / accepted (date and by whom)
Scope of Responsibility	15/12/23	<i>Updated Scope of Responsibility Statement</i>	
8.0 Participants	15/12/23	<i>Change to non-contact versions of the game</i>	
9.0 Coaching and Match Officials	15/12/23	<i>Added: RugbyWA will audit Smart Rugby Accreditation from the beginning of the regular season and throughout.</i>	
12. Participants and Club Members	15/12/23	<ul style="list-style-type: none"> • <i>Updates to this section referring to registered players,</i> • <i>Change from Community Grade club to Championship Grade</i> 	
14. Playing Participant Support	15/12/23	<i>Added: and approved by RugbyWA Education Manager</i>	
Annex A 1.6	15/12/23	<i>Added: and affiliation agreement</i>	
Annex A 2	15/12/23	<i>Updated minimum registered player numbers to reflect requirement of Colts and or Women’s teams</i>	
Annex A 2.2	15/12/23	<i>Updated dates for minimum team registration requirements to align with specific grade start dates.</i>	
Annex A 3.1	15/12/23	<i>Removed: Championship Level Junior Team Requirements. Updated Dates.</i>	
Annex A 3.2	15/12/23	<i>Added: Evidence to be provided to RugbyWA</i>	
Annex A 3.4	15/12/23	<i>Added: Club Coordinator Requirement to Championship Grade Clubs</i>	
Annex A 4.1	15/12/23	<i>Changed to: As required</i>	
Annex A 5.1	15/12/23	<i>Added requirements for match official education for the 2023 season</i>	
Annex A 5.2	15/12/23	<i>Added requirement for Head Coach/DoR to attend Game Management Guideline Pre-season session</i>	
Annex A 5.3	15/12/23	<i>Added registered Match Official Requirements for season</i>	

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GENERAL INFORMATION*

Lead Area:

Rugby Operations

Lead Policy Title:

GUIDELINES FOR AFFILIATION FOR ALL RUGBY CLUBS WITH RUGBYWA

Date last modified:

Dec 2023

SCOPE OF RESPONSIBILITY

1. The following operational document provides requirements for all clubs wishing to participate in the main Rugby Union Competitions as conducted in WA. It has been endorsed by RugbyWA.

BACKGROUND

2. The Rugby WA constitution requires RugbyWA to “Foster and Control Rugby in WA”. Therefore, Rugby WA supports initiatives that grow rugby participation and rugby talent in Western Australia.
3. Growth of the game is a shared responsibility between clubs, schools, affiliated bodies and Rugby WA. For rugby to be truly successful in growing the game all parties must work together.
4. One of Rugby WA’s strategic pillars is to deliver leading competitions and teams by providing quality and robust competitions to the local Rugby Community. Rugby WA aims to do this by developing junior participation, providing quality competitions and governance, while building capacity in clubs to ensure the best possible club environment for players, coaches, administrators, volunteers and supporters.

GENERAL CLUB GUIDELINES

5. Key to building capacity at our clubs and to providing the best possible environment for all in the Rugby Community is the holistic combination of a club’s structure, its membership and playing base, how it fosters a pathway through the club and its overall facilities. Our clubs also need to support the growth and development of players. As such Rugby WA have set the below guidelines that all clubs should be aspiring towards to ensure that they are providing the best possible environment for Rugby operations at their club.
6. The guidelines that are listed in Annex A to this document cover all these key facets. In addition, they are structured in a way that assists clubs to see a pathway from a smaller foundation club and building up to the highest level of structure for a club to be classed as “Premier” status. The key overall criteria are listed below with specific details in Annex A.
7. **Facilities.** A club’s facilities enable the game to be played at all levels and support the broader commercial operations that assist in financially sustaining a club. The facilities

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criteria listed at Annex A are designed to ensure that a club can operate in a model that is safe and fit for all to participate no matter age, grade or gender.

These facility guidelines should also assist clubs in engaging with and working with local councils who are often the “owners” of key facilities for clubs. Note that specific criteria including change room numbers, match officials change facility are all as detailed in the Competition Participation Agreement (Annex A) for the specific competition that club’s wish to play in

8. **Participants:** Players and participants at clubs are the life blood of the operations of a club. Key criteria in this section includes encouraging clubs to build and develop all the way through from Junior’s age grade through to the “Golden Oldies” (SCRUM). It also includes wider categories of including and encouraging volunteers, qualified coach’s, team managers and social; memberships and playing a variety of formats of the game including non-contact version of the game. The larger and wider the active participation base of a club the more opportunities there are to enable the many volunteers and players required to support the necessary team numbers for participation in the various competitions.
9. **Coaching and Match Officials.** All clubs are encouraged to actively build their registered and qualified communities in each of these key roles that facilitate the game. Coach’s and Match Officials should be evolving and following through with the various education and development programs that are enabled via the National body and supported by Rugby WA and the Referee Association. This also ensures that minimum safety and compliance standards for currency in such qualifications as “Smart rugby” are maintained across all levels of our game. All coaches and managers will be required to complete and maintain a current Rugby Australia’s “Smart Rugby” free online accreditation to be eligible to be added to team sheets.

RugbyWA will audit Smart Rugby Accreditation from the beginning of the regular season and throughout.

Noncompliance with smart rugby accreditation will result in the following sanctions:

1st instance – warning.

2nd instance – loss of competition points for the team involved.

3rd instance – breach notice to entire club

Junior clubs will be issued 2 warnings before a breach to the club is issued.

10. **Governance, Planning and Management.** All Clubs are encouraged to ensure that core levels of governance for the club are maintained to the benefit of all members. This ~~do~~ includes the supporting governance associated with being a member or affiliated Association of Rugby WA. Key in this criterion is having a fully appointed club leadership and management team (Committee/Board) that enables all the key functional roles of leadership and operations for President through to Treasurer, Secretary and any other positions a club operates. The leadership group shall endeavor to seek training and education in the role and functions of “not for profit director responsibilities”. This criterion also seeks to ensure a club operates in a financially responsible and viable way to the benefit of all its members. Clubs are required to provide key club contacts to RugbyWA to be added to the contact database a minimum of 6 weeks prior to the start of the season or upon request.

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CLUB CRITERIA 2024

11. These guidelines identify the criteria that are used to establish the capacity for maintaining Premier Grade and Championship Grade Club status.
12. **Participants and Club Members.**
 - a. Playing numbers that demonstrate capacity to field a squad of at least 20 fully registered players per team. Premier grade clubs will require 3 teams (across Premier, 2nd and 3rd grade) consisting of 20 registered players per team. Championship Grade clubs will require a minimum of one team of 20 registered players.
 - b. Playing numbers that demonstrate capacity to field a squad of at least 20 registered players for a colts (U21) team; or
 - c. Playing numbers that demonstrate capacity to field a premierships or community Women's grade team of 12 registered or 20 registered players (pending 10's or XV competition).
 - d. Wider registered club members or volunteers to assist in facilitating all the volunteer roles required at a club (including but not limited to) social, canteen operations, grounds maintenance/markings, home game set up and management support.
13. **Management Capability.** A fully manned leadership team that covers all the specific roles required of a functional management and governance body. Evidence and documentation that verifies Policy and Procedures that enable the effective operation of the club will be provided to RugbyWA upon request.
14. **Playing participant support.** This includes but is not limited to:
 - a. Head Coach with appropriate Level of coaching accreditation Level 3 or working towards (enrolled and actively participating in the course during the year and approved by RugbyWA Education Manager). With the expectation to complete prior to 2025 season commencement.
 - b. Support Coach's for all teams with accreditations (and or in the process of achieving these).
 - c. Medical and sport trainer support to facilitate player welfare on match day and in season training.
 - d. Team managers with relevant Rugby Explorer training.
 - e. All coaches with minimum 'Smart Rugby'.
15. **Revenue.** Demonstrates the club has streams of revenue to support 3 senior grades, an academy and a Colts or Women's grade team in 2024. Evidence to support this must include:
 - a. A clear financial plan and models that demonstrate capacity to sustain the club and meet its fiscal obligations.
 - b. Letters or references/commitments from relevant supporters, partners and sponsors.
 - c. Any other relevant material that assists in verifying the fiscal robustness of the club.

A letter from an auditor / accountant may be required by RugbyWA to prove financial viability. Failure to prove financial viability upon request would constitute a breach notice to the club. All clubs are responsible for providing audited accounts post relevant AGM.
16. **Local Community Support.** The form that this takes is variable but should include evidence of support from at least the Local Council, particularly in relation to security of tenure/access to facilities and ground support/availability.

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CONCLUSION

17. This operational document is designed to assist all club's with understanding the parameters that facilitate a strong and supportive rugby environment for all participants and clubs.

ANNEXES:

- A. Rugby WA – Club Category & Assessment Criteria.
- B. Compliance decision tree

ANNEX A:

RUGBY WA – CLUB CATEGORY & ASSESSMENT CRITERIA

- Purpose:** The purpose of this table of criteria is to define the parameters that apply to how Rugby clubs in WA (Metro Competition) should develop and structure their operations in order to qualify to play at specific levels in the Rugby in WA Competition structures for the 2024 season. The consequences of non-compliance with these targets and achievements may equate to the loss of Premier Club status and the ability to play at that level of competition, the equivalent voting rights under the Rugby WA Constitution and/or hosting rights for home matches (Facilities criteria) in particular, as per the competition rules.
- Legend:** A **Green** square indicates that these criteria are required at the Club Grading level listed per column. Where additional quantity/numbers are listed this indicates a specific target number to be achieved at that grading level.
- Note that all criteria for community Rugby will continue to be reviewed in an ongoing fashion as targets are achieved or other implications and/or consequences result from these criteria and requirement.

Ref	Description of Requirements	Foundation Level Club	Championship Club	Premier Club	Remarks
1	Club Governance - How the club operates for both members and with Rugby WA Constitution.				
1.1	Up to date Constitution.				Failure to meet all obligations equates to non-compliance with competition rules - therefore under the rules voting rights are curtailed at General meetings.
1.2	Attendance at AGM - with appropriate number of voting reps for club status.				
1.3	Attendance at General Meetings. As and when held during the year.				
1.4	Full Club Management Body with minimum key appointments of; President, Vice President, Secretary, Treasurer, Registrar				This should be a statement from an accountant or similar qualified financial professional.
1.5	Submission of annual report including audited financial report or a general financial statement as to their "going concern" status to RugbyWA.				
1.6	Executed participation and affiliation agreement with Rugby WA.				Prior to competition commencing.

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Ref	Description of Requirements	Foundation Level Club	Championship Level Club	Premier Level Club	Remarks
1.7	Fully financial and up to date with all financial obligation between Rugby WA and club and other key stakeholders - e.g. Council. No outstanding debts by calendar year end.				Failure to meet this criterion already negates voting rights at Annual or General Meetings.
2	Competition - How the club operates as a club, participates and the level of player capability in the Rugby WA competition levels.				
2.1	Number of players registered on Xplorer matching the number of team nominations Premised on Premier Competition requiring 3 x senior men's teams (1st, 2nd & 3rd Grade equivalent) as the standard to compete, with the addition of a Colts or Women's side prior to those competitions starting.	20 per team*	20 per team*	72-80 (20 per team)*	Note for insurance purpose all players must register for training only as a minimum in order to have insurance cover to participate in club training.
2.2	<p>Minimum numbers of fully registered players on Xplorer for senior club as a requirement of all teams to compete in season:</p> <ul style="list-style-type: none"> 1 week prior to the start of the RugbyWA Challenge Cup 3 weeks prior to the regular season start for that competition. <p>50% full registration; 50% registered training only (insurance product) as a minimum. All registrations must transition till full registration prior to first match.</p> <p>RugbyWA Challenge Cup: (15th of March) <i>* minimum 20 registered for participation</i> Premier Grade: (30th of March, 2024) Championship Grade: (5th of April)</p> <p>Failure to have registered player levels <u>will result in a show cause notice and potentially lead to expulsion from the competition.</u></p>	20 per team*	20 per team*	72-80	Major Must transfer to full registration for trial matches to be sanctioned by RugbyWA women's community grade (12)

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3 Development - Program engagement that brings new participants into the game and as participants at the club in general.					
Ref	Description of Requirements	Foundation Level Club	Community Level Club	Premier Level Club	Remarks
3.1	<p>Minimum number of 5 separate Junior Age Grade teams (multi age) by 2024 season end.</p> <p>Age Brackets</p> <p>1.) U/6-U/8, 2.) U/9-U/12 3.) U/13-U/18.</p>			<p>2024</p> <p>1.) - 2 Tms 2.) - 2 Tms 3.) – 1 Tms</p> <p>2025</p> <p>1.) – 3 Tms 2.) – 3 Tms 3.) – 2 Tms OR 1 Tm + Jnr Dev Acad</p>	Staged review process of this target system.
3.2	<p>Club Academy program that assists in developing a number of players to graduate to senior Rugby, that operates in conjunction with age grade teams and clear alignment with core Rugby WA standards of coaching and playing operations.</p>			<p>Evidence to be provided to RugbyWA</p>	<p>The criteria and model for an academy is focused on a small number of players aligned to the club's goals.</p> <p>Clubs must demonstrate that their academy:</p> <ol style="list-style-type: none"> Has an Individual rather than a team focus. Demonstrates a developmental and progressive plan. Prepares junior players for progression into higher levels or rugby and eventually senior rugby. Provides opportunities for boys and girls to progress in

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					rugby. Clubs may need to provide an outline of academy structure for approval by RugbyWA.
3.3	Club to provide proof of engagement / participation events including: Developing and bringing new players to the game. or Club run Touch - non-Contact - welcoming all age new players to the game. Social, Event, Season or conduct &/or attendance at tournament per year.		1	2	Number of events or programs conducted at each club.
3.4	Club Rugby Coordinator who liaises and works with Rugby WA staff for program implementation. Coaching, Education, Competition matters.		1	1	
4	Facilities - Club facilities to host and operate match events at the club.				
4.1	Minimum number of changerooms in Club facilities with Unisex Changing/Shower facilities		As Required	As Required	
4.2	Clubhouse with Canteen &/or Bar facilities available all homes games				
4.3	Medical Area allocated within the club facilities on match or tournament events. All clubs to present audit of required mandatory safety equipment				
4.4	Match Officials suitable change room within Club Facilities				
5	Match Official Requirements				
5.1	Club must have the minimum number of club representatives attend a WARURA lead Match Official Education session. • <i>Minimum number of representatives to attend as defined below for Match official requirement numbers per Grade/Size of club.</i>			1	
5.2	Club Head Coach or Director of Rugby and Junior Coordinator must attend pre-season Game Management Guidelines Education session (3 sessions held: 2 senior, 1 junior)	1	1	1	

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5.3	<p>WA Affiliate Club to provide new registered referees for the 2024 season meeting the following criteria:</p> <ul style="list-style-type: none"> Referee must be aged 15 years old or above. Referee must attend education session (as outlined as 5.1). Referee must register to the WARURA. Referee must officiate a minimum of 4 matches for the 2024 season. Premier Grade club to provide a minimum of 3 new referees. Championship/Community Grade Club to provide a minimum of 1 new referee. Championship/Community Grade Club with > 6 Junior teams to provide a minimum of 3 new referees. Championship/Community Grade Club with < 6 Junior teams to provide a minimum of 2 new referees. Junior Club only with < 6 Junior teams to provide a minimum of 1 new referee. Junior Club only with > 6 Junior teams to provide a minimum of 2 new referees. 				
5.4	Club must provide qualified Assistant Referee per senior grade team (less Premier Grade).				
6	Education & Training - Development, Education and engagement in the overall coaching pathway in the state.				
6.1	Engagement by the club in actively seeking to conduct, host or promote education and development activities/courses at the club. Per Year.	1	1	1	

Ref	Description of Requirements	Foundation Level Club	Community Level Club	Premier Level Club	Remarks
7	Coaching - Standards and qualifications of club appointments.				
7.1	Safety Standards. Number of coaches per team entered with Smart Rugby current and actively coaching at the club. *Note Rugby Australia and Rugby WA compliance for all active coach's is 100% safety and insurance compliance purposes.	All active coaches	All active coaches	All active coaches	
7.2	Club Representative attends Coaching Seminar		1	1	
7.3	Minimum Level 2 qualified Head Coach <i>*Or working towards and approved by RugbyWA Education Manager</i>		1		
7.4	Minimum Level 3 qualified Head Coach <i>*Or working towards and approved by RugbyWA Education Manager</i>			1	

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7.5	Minimum Level 2 qualified Academy Coach/Director of Rugby			1	
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CRITERIA
CORRECT
AS AT: 18th
December
2023

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ANNEX B: RUGBYWA COMPLIANCE DECISION TREE

RugbyWA WAC2 Non-Compliance Process

